******State of Kansas**

**Inactivating Combination Code Checklist**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 4/5/2024 |
| **Date Updated** |  |
| Reference: <https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids>Reasons a combination code might be inactivated:* Chartfield has been inactivated in SMART
* Combination Code contains a chartfield that is no longer used
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| **Complete this list BEFORE any action is completed in SMART.**1. \_\_\_\_\_ Run the KTL111 report. (***KTL111 Combination Code\_Task Profile Report***) Filter on the chartfield that is going to be inactivated. The result will be the combination codes that are going to be inactivated.
2. \_\_\_\_\_ Take the combination codes from Step 1. Look at column Z, ‘On DeptBdg Table’. Do any of the combination codes have a ‘Yes’ in this field? If yes, proceed to Step 3. If no, proceed to Step 5.
3. \_\_\_\_\_ Update the the combination code that you are inactivating on the Department Budget Table. Use the ***KPAY711 Department Positions and Budget Earnings*** Job Aid to identify which budget tables to update. This combination code will need to be replaced with a valid code. Submit the KAGYBUD1 to update the budget table. (***KAGYBUD1Department Budget Table Load Instructions)***

 \* If this budget table is no longer being used, it can be inactivated by following the ***Inactivate***  ***Department Budget Table*** Job Aid. 1. \_\_\_\_\_ Run through Steps 1-2 again. Are the ‘Yes’ values gone from column Z? If yes, continue to Step 5. If no, redo steps 1-3.
2. \_\_\_\_\_ Looking at the KTL111 results again, are there any Task Profiles attached to the combination codes?
* **YES:**  Will the agency continue to use these Task Profiles? ***(Task Profile Funding)***

 **YES:** Submit a Combination Code Load form to update the funding on the Task Profile. Leave the  profile information as it is on the KTL111, only updating the combination code side of the sheet.  Once the form has been submitted to tlload@ks.gov, proceed to Step 6.  **NO**: Submit a Combination Code Load form to inactivate the Task Profile. Take the full task profile  (Task Profile Job Aid) from the KTL111 and mark the status as ‘I’ and submit it to be loaded. Once  the form has been submitted to tlload@ks.gov, proceed to Step 6. * **NO**: Proceed to Step 7.
1. \_\_\_\_\_ Run Steps 1 and 5 again. Are there any Task Profiles still attached to the combination codes that are going to be inactivated? If no, continue to Step 7. If yes, run though Steps 1 and 5 again.
2. \_\_\_\_\_ All that should be left to the file at this point are the combination code values. Update the effective date and change the Status to ‘I’. Submit the combination code file to tlload@ks.gov.
3. \_\_\_\_\_ Once you have confirmed that ALL of the steps above have been completed, submit request to SMART to have the Chartfield inactivated in SMART.
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